

Environmental Project Management

1. Overview

This programme equips participants with the knowledge and practical skills required to effectively plan, implement, and evaluate workplace projects while applying systematic decision-making techniques, managing time efficiently, and communicating professionally within a business environment. Participants will develop the ability to coordinate resources, engage stakeholders, improve productivity, and support organisational objectives through structured management practices.

2. Programme Outcome:

- Select and scope workplace projects that align with organisational objectives
- Develop comprehensive project plans with realistic schedules, budgets, resources, and performance measures
- Implement project plans and monitor project performance against key objectives
- Evaluate project outcomes and recommend improvements
- Apply systems thinking to analyse business problems and make informed decisions
- Engage stakeholders throughout the decision-making process
- Identify personal and departmental time management challenges
- Develop and implement effective work plans that improve productivity
- Apply professional written and verbal communication techniques within a business environment
- Select appropriate communication channels for different business situations
- Communicate effectively with colleagues, customers, management, and stakeholders

Qualification:

Certificate of Completion

Duration:

4-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0261

SAQA US:

252022, 252026, 15234, 10622

NQF Level:

5

Credits:

26

Entry Requirements:

NQF Level 4 qualification

Training Options:

Online - Each participant will receive access to an online portal, where all programme materials and resources are available. Training is delivered fully online, and participants will join scheduled Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location.

Blended - Blended learning combines both online and face-to-face training. Participants receive access to an online portal for online content, resources, and self-paced activities. They also attend scheduled in-person contact sessions with a facilitator, either at the client's premises or providers campus. This approach offers the flexibility of online learning with the added support of guided, interactive sessions.

**A choice of leveraged programmes for any person,
At any level, in any department, of any company, in any industry.**

Face-to-Face - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions, either at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.

Minimum Participants Required: (1) Online, (1) Blended & (1) Face-to-Face

3. Programme Content

- **(252022 US):** Develop, implement and evaluate a project plan
- **(252026 US):** Apply a systems approach to decision making
- **(15234 US):** Apply efficient time management to the work of a department/division/section
- **(10622 US):** Conduct communication within a business environment

4. Topics

Module 1: Project Planning and Management

- Introduction to project management principles
- Identifying workplace project opportunities
- Project selection and feasibility analysis
- Defining project scope and objectives
- Developing project schedules and timelines
- Resource planning and allocation
- Risk identification and mitigation
- Budget planning and cost control
- Developing project implementation plans
- Creating project performance indicators (KPIs)
- Monitoring project progress
- Managing project changes
- Evaluating project success
- Project reporting and documentation
- Continuous improvement in project management

We trust that the above is in order and look forward to hearing from you for Implementation

Module 2: Systems Approach to Decision Making

- Introduction to systems thinking
- Understanding organisational systems
- Problem identification and analysis
- Root cause analysis techniques
- Critical and analytical thinking
- Stakeholder analysis and engagement
- Gathering and evaluating information
- Developing alternative solutions
- Risk assessment and impact analysis
- Decision-making models and techniques
- Selecting the most appropriate solution
- Communicating decisions effectively
- Monitoring decision outcomes
- Continuous improvement through feedback

Module 3: Time Management for Managers

- Understanding time management principles
- Identifying personal time management styles
- Analysing time usage
- Prioritising tasks and responsibilities
- Goal setting and planning techniques
- Managing competing priorities
- Scheduling and workload management
- Delegation techniques
- Managing interruptions and distractions
- Improving team productivity
- Developing departmental work plans
- Monitoring work plan implementation
- Reviewing and improving time management practices

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Module 4: Business Communication

- Principles of effective communication
- Communication channels in business
- Verbal communication techniques
- Professional written communication
- Email and business correspondence
- Business reports and documentation
- Listening and questioning skills
- Non-verbal communication
- Workplace presentations
- Conducting meetings effectively
- Communicating with internal and external stakeholders
- Managing communication barriers
- Professional communication etiquette
- Building positive workplace relationships
- Communication for teamwork and collaboration

5. Target Market

This programme is suitable for:

- Environmental Officers and Environmental Practitioners
- Project Managers and Project Coordinators
- Waste Management Officers
- Municipal Managers and Officials
- Environmental Health Practitioners
- Sustainability and ESG Officers
- Conservation and Natural Resource Managers
- Water and Sanitation Officials
- Mining, Manufacturing, and Energy Sector Professionals
- Construction Project Managers
- Compliance and Environmental Compliance Officers
- Operations Managers and Supervisors
- NGO and Non-Profit Project Coordinators
- Government Departments responsible for environmental management
- Consultants involved in environmental planning and project implementation
- Team Leaders, Supervisors, and Middle Managers responsible for environmental initiatives

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6. Assessments

This programme includes a Portfolio of Evidence (POE) that must be submitted at the end of the programme. The POE include:

- **Knowledge Assessments:** To evaluate theoretical understanding
- **Practical Assignments:** Hands-on tasks related to course topics
- **Workplace Assignments and Logbook:** Application of skills in real-world settings

Successful participants will receive a certificate of completion.

7. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

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